

4.2 CONCURRENCE PACKAGES

Concurrence Packages

Guidelines

- All documents requiring the Director's or Deputy Director's signature, concurrence, or attention must be routed in a concurrence package unless otherwise directed to respond by E-mail.
- Each level of reviewer (DD, AD) should carefully review the correspondence and will be held accountable for such review - see Measures section below.
- Punctuation, spelling, format, etc., should be correct when it comes into the Director's office.
- The originating office is responsible for obtaining all concurrences prior to submitting package to the Director's office.
- E-mail concurrence is acceptable--write "E-mail" in the block on the concurrence sheet, print E-mail, and place under concurrence sheet as backup.

Package Preparation

- Complete document transmittal card and include on front of package with disk containing the most recent version of the document.
- Original document on right side under executive correspondence protector sheet.
- Place "sign here" tabs where necessary.
- Concurrence sheet (i.e., document printed using concurrence macro) is placed on the left side of package. Do not include the Director on the concurrence chain if she is to sign the document. Order of concurrences follows the organizational chain of command beginning with the Director's Office at the top of the concurrence chain, then Deputy Director, legal (when applicable), AD, DD, and so on (e.g., International or project manager) ending with the author.
- Green background sheet is placed on left side of package under the concurrence sheet. Include any background information behind the green background sheet. (Always provide sufficient background including DOTS action transmittals and incoming material.)
- Include document revisions/comments/markups on left side of package.
- The correspondence will be dated by the signing office; originating office distributes the correspondence and keeps the official record copy (file copy).

NOTE: Incomplete packages will be returned to originating office for correction.

Measures

- Copies of all markups will be filed in the Director's Office to track information and provide metrics.
- Copies will also be sent to:
Originator (in package)
Supervisor
Associate Director